



Clark County Department of Building & Fire Prevention

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(702) 455-3000 • Fax (702) 221-0630

| | | | |
|------------------|------------------------------------|--------------------------------|-------------------|
| Division: | Engineering | Policy & Procedure: | TG-90 |
| Subject: | Electrical Testing Services | Effective Date: | 06/01/2007 |
| Code: | 22.02.500 Other Inspections | Revised Date: | 04/01/2021 |

1.0 PURPOSE: 22.02.500 Other Inspections. In addition to the required electrical inspections (BAC 22.02.475), the Building Official may require other inspections of any work to ascertain compliance with this Chapter and the technical codes. These inspections and tests are required in the National Electrical Code and the National Fire Protection Association Standards and Guidelines.

2.0 SCOPE: This guideline provides information for the listing of approved electrical testing agencies and approved electrical testing technicians. This guideline also provides information for the testing, reporting, submittal, review and acceptance of certain electrical testing services performed by the approved electrical testing agencies.

3.0 ABBREVIATIONS & ACRONYMS:

BAC: Building Administrative Code of Clark County
CCDBFP: Clark County Department of Building & Fire Prevention
NEC: National Electrical Code
NETA International Electrical Testing Association
NFPA: National Fire Protection Agency
TG: Technical Guideline

DEFINITIONS: For the purposes of this technical guideline, certain terms, phrases, words and their derivatives shall be construed as specified in this section and the Building Administrative Code of Clark County.

Approved Electrical Testing Agency: An agency that is approved by the Building Official who is engaged in the testing of electrical equipment and systems and the reporting of test results.

Quality Systems Manual: A quality systems manual is composed of a series of documents that contain policy statements, procedures, reporting requirements and personnel qualifications. The quality systems manual defines the procedural responsibilities to ensure the operations are completed, reviewed and documented.

Electrical Testing Services: Is a collection of tests performed by an approved electrical testing agency of certain electrical components and systems to verify compliance to Clark County codes.

4.0 REFERENCES:

National Electrical Code
Building Administrative Code of Clark County
Southern Nevada Building Code Amendments

5.0 RESPONSIBILITIES:

5.1 Permit Holder:

5.1.1 The permit holder shall engage a Clark County approved agency that is approved to perform electrical testing to perform all required electrical testing services.

- 5.1.2 The permit holder shall ensure the agency provides certain required reports for the following electrical testing services:
- High Potential Insulation Testing (HPIT)
 - MEG-Ohm Testing (MEGT)
 - Ground Fault Protection Testing (GFPT)
 - Emergency Power Testing (EPT)
 - Ground Resistivity Testing (GRT)
 - Selective Coordination Study
- 5.1.3 The permit holder shall coordinate electrical testing services with the approved agency.
- 5.1.4 The permit holder shall coordinate electrical testing services and schedule required inspections with CCDBFP.

5.2 Electrical Testing Agency:

- 5.2.1 The agency designated to perform electrical testing services shall be approved by Clark County.
- 5.2.2 An agency seeking approval status shall apply for approval online.
- 5.2.2.1 **Agency shall apply online to request a new agency listing, on the Clark County Citizen Access Portal.**
- The agency shall create an account.
 - The agency account shall utilize agency email address.
 - The email shall not contain an individual's name.
 - The name of the quality agency shall be the name as listed on the incorporation documents and Clark County Business License.
- 5.2.2.2 Fees are listed in the Building Administrative Code.
- 5.2.2.3 A Clark County Citizen Access Portal How-To-Guide is in Appendix E.
- 5.2.3 In order to obtain approval, an agency must submit to Clark County for review and approval a Quality Systems Manual other information as required in this guideline and the listing fees.
- 5.2.4 Agencies that are approved for only electrical testing are not required to have an engineering manager.
- 5.2.5 The quality control manager shall perform audits of all personnel per the NETA certification requirements.
- 5.2.6 The approved electrical testing personnel employed by the approved agency shall perform all required testing and other services as required in the BAC, NEC, NFPA and this guideline.
- 5.2.7 The approved agency shall submit all required reports to Clark County

5.3 Clark County Department of Building & Fire Prevention:

- 5.3.1 Plans Examination may determine upon review of plans prior to permit issue that electrical testing will be required and stipulate the electrical quality agency requirement.
- 5.3.2 Electrical testing that becomes necessary during the course of construction shall be identified by the electrical inspector. The electrical inspector shall require the owner or owner's representative to return to Plans Examination to obtain an inspection agency agreement.
- 5.3.3 Engineering will review the agency's initial application package for compliance to this guideline and referenced codes and standards.
- 5.3.4 Review the agency's annual renewal package for compliance to this guideline and referenced codes and standards.
- 5.3.5 Create project specific Building Inspection Agency Permits (BDIA) for the agency that are related to the primary permit at the time of permit issuance.
- 5.3.6 Review electrical testing reports in accordance with Section 6.0.

6.0 PROCEDURES:

6.1 Initial and Annual Approval Requirements:

An agency seeking approval to perform electrical testing services shall comply with Technical Guideline 17. The following must be uploaded.

- 6.1.1 Incorporation documents
- 6.1.2 List of current corporate directors
- 6.1.3 Current Clark County business license
- 6.1.4 Completed Technical Services Acknowledgment
- 6.1.5 Completed Calibration Program & Testing Methods Acknowledgment
- 6.1.6 Completed Declaration of Quality Control Manager
- 6.1.7 Current NETA certification letter
- 6.1.8 Lists of inspection personnel
- 6.1.9 The agency shall add personnel through the Clark County Citizen Access Portal when directed.
 - Inspectors shall comply with the requirements of Technical Guideline 17.
 - Inspector certification records shall be uploaded to each inspector's record.
 - For each inspector a Training Verification Form is required for initial approval and annually. A sample form is provided in Appendix B.
 - Inspectors shall be updated per the Technical Guidelines 17.

6.2 Electrical Testing Procedures:

- 6.2.1 All electrical testing procedures shall comply with requirements and guidelines in the NEC, BAC and NFPA.
- 6.2.2 The electrical inspector shall monitor that the testing has been performed and reported as approved at the appropriate time(s) during the construction and inspection processes.

6.3 Reporting of Electrical Testing Results:

- 6.3.1 All reporting of electrical testing results shall comply with requirements and guidelines in the NEC, BAC and NFPA.
- 6.3.2 Upon completion of field testing, a field inspection/testing report shall be left at the job site indicating the testing performed, test date, inspector and results of the inspection. A field report indicating approval of the required inspection/testing will allow the electrical inspector to proceed with routine requested inspections.

6.4 Review and Acceptance of Electrical Testing Results:

- 6.4.1 Electrical testing results shall be submitted as a revision to be reviewed by the electrical plans examiner.
- 6.4.2 Upon review and acceptance, the plan reviewer will release the condition and route the reviewed electrical testing results to records.

6.5 Review and Acceptance of Selective Coordination Study:

- 6.5.1 Selective Coordination Study shall be submitted to the Electrical Engineer.
- 6.5.2 The Electrical Engineer will provide a letter (signed, sealed) confirming acceptance of the selective coordination study that states substantially the following:
 - 6.5.2.1 The selective coordination study is accepted by the Electrical Engineer of record.
 - 6.5.2.2 The design of the emergency system meets the requirements of the 2017 National Electrical Code, as clearly shown in the study.
 - 6.5.2.3 The system design as shown on the approved construction documents is the same design shown on the selective coordination study.

- 6.5.3 The Selective Coordination Study and the Electrical Engineer letter shall be submitted together as a revision to be reviewed by the electrical plans examiner.
- 6.5.4 Upon review and acceptance, the plan reviewer will release the condition and route the approved Selective Coordination Study to records.

7.0 RECORDS:

All report forms that are planned for use in performing Electrical Testing shall be submitted with the Quality Systems Manual for review and approval. Sample report forms are provided in appendix A.

8.0 ATTACHMENTS:

Appendix A: Sample Electrical Testing Report Form

Appendix B: Training Verification Form

Appendix C: Form 862 - Technical Services Acknowledgment

Form 863 - Calibration Program & Testing Methods Acknowledgment

Form 872 - Declaration of Quality Control Manager

Appendix D: Clark County Citizen Access Portal How-To-Guide

Prepared By: Brian Lenihan, P.E.

Date Prepared: 2007

Revision History:

| Title | Revision/Approved Date | Effective Date |
|------------|------------------------|-------------------|
| TG-90-2007 | February 28, 2007 | June 1, 2007 |
| TG-90-2013 | November 20, 2013 | November 26, 2013 |
| TG-90-2007 | April 01, 2021 | |

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Electrical Testing Services

Appendix A:
Sample Electrical Testing Report Form

Part A
Report Title

Sample Report Form

ELECTRICAL TESTING SERVICE (HPIT, MEGT, GFPT, EPT or GRT) RESULTS

Part B
Project
Information

**Project Information: Project Name, Project Address, Permit Number, Technician
Name & Signature, Company Officer Name & Signature**

Part C
Testing
Elements

**Electrical Testing Elements/Tasks
As Required in the NEC and NFPA**

Part D
Reserve for
CCDBFP

CCBD Approval and Comments Area

Appendix B:
Training Verification Form

TG-90 – Appendix B

TRAINING VERIFICATION RECORD

Electrical Testing Agency

Employee Name_____

Date of Hire_____

NETA Certification No._____ Expiration Date_____

| Electrical Service Test | Initial Training Date | Follow-up Training Date |
|-------------------------|-----------------------|-------------------------|
| HPIT | | |
| MEGT | | |
| GFPT | | |
| EPT | | |
| GRT | | |

Training Provided By _____
(Company Officer) Print Name Signature

Training Provided By _____
(Manufacturer) Print Name/Manufacturer

() I acknowledge the above training and a current copy of TG-90.

Employee Signature _____ Date _____

This Form Must be Submitted for Each Technician Approval/Renewal Request

Appendix C:

Form 862 - Technical Services Acknowledgment

Form 863 - Calibration Program & Testing Methods Acknowledgment

Form 872 - Declaration of Quality Control Manager

QA Agency Logo

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE, EMAIL**

TECHNICAL SERVICES ACKNOWLEDGMENT

DATE

COMPANY NAME will perform the inspection and testing services for the following inspection categories as listed below:

Electrical Testing

We acknowledge that inspection and testing services for all projects shall be performed per the Clark County Building Administrative Code, International Building Code, technical guidelines, technical codes, and any applicable referenced standards for the code year in which projects were approved. The quality assurance agency shall perform its services in compliance with codes, policies, and guidelines adopted by Clark County and the jurisdictions that utilize the Clark County approved listings.

QUALITY CONTROL MANAGER
SIGNATURE

QA Agency Logo

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE, EMAIL**

CALIBRATION PROGRAM & TESTING METHODS ACKNOWLEDGMENT

DATE

COMPANY NAME acknowledges that all testing services shall be performed using the current applicable referenced standards, for all projects governed by Clark County and the municipalities that utilize the Clark County approved listings.

COMPANY NAME acknowledges that all of the equipment used in the performance of inspection activities and testing services; shall be calibrated to the applicable referenced standards for all projects governed by Clark County and the municipalities that utilize the Clark County approved listings. The calibration of the equipment have been performed and documented by an outside party or staff using traceable methods as defined within ISO 9000, ISO 17025, and ASTM standards.

QUALITY CONTROL MANAGER
SIGNATURE

ENGINEERING MANAGER
SIGNATURE

QA Agency Logo

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE, EMAIL**

DECLARATION OF QUALITY CONTROL MANAGER

DATE

I, _____, hereby declare the following:

1. I am the Quality Control Manager of **QUALITY AGENCY**.
2. As Quality Control Manager I am responsible to the *Building Official* for:
 - (1) Hiring and training of qualified inspectors and testing technicians;
 - (2) Supervision of inspectors;
 - (3) The filing of accurate and complete reports based upon actual inspection and testing results;
 - (4) In-house distribution and application of technical guidelines;
 - (5) Supervising and documenting the internal audit and in-house training program.

QUALITY CONTROL MANAGER
SIGNATURE

Appendix C:
Clark County Citizen Access Portal
How-To-Guide

Register, and create an Account

<https://citizenaccess.clarkcountynv.gov/CitizenAccess/Splash.html>

When creating your agency account, comply with Section 7.1.1.1, The agency account shall utilize agency email address. The email shall not contain an individual's name.

The screenshot shows the top navigation bar with links: Home, Building, Comprehensive Planning, Fire Prevention, Public Response Office, and Public Works. A red arrow labeled '1' points to the 'Home' link. Below the navigation bar is a 'Login' button, with a red arrow labeled '2' pointing to it. To the right of the 'Login' button is a 'Citizen Access' link. Below the navigation bar, there is a search bar and a login form with fields for 'User Name or E-mail' and 'Password', and a 'Login »' button. Below the login form are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. Below the login form, there is a 'Please Login' section with text explaining that many online services require login for security reasons. Below the 'Please Login' section is a 'New Users' section with text explaining that new users can register for a free Citizen Access account. Below the 'New Users' section is a 'Register Now »' button, with a red arrow labeled '3' pointing to it.

1

2

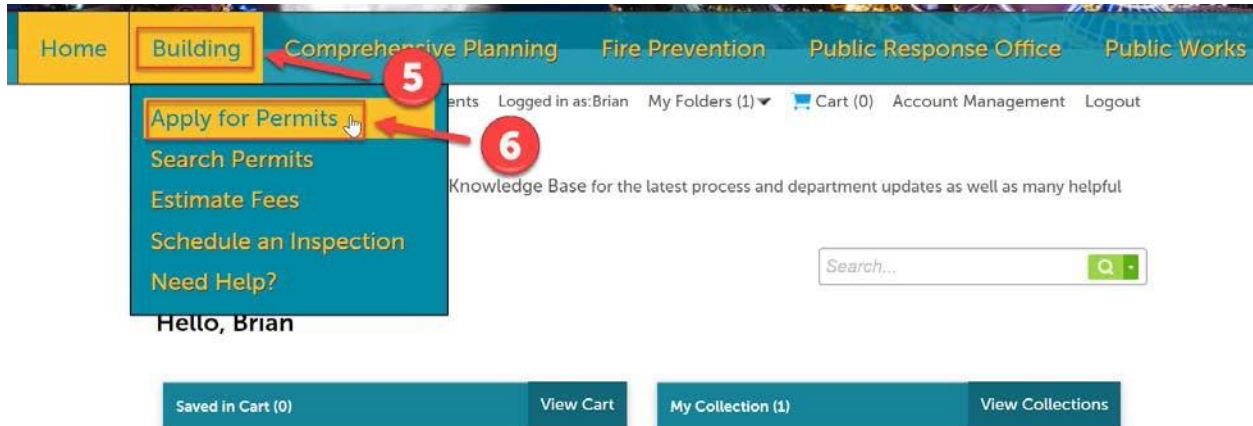
3

Logging into the system

The screenshot shows the top navigation bar with links: Home, Building, Comprehensive Planning, Fire Prevention, Public Response Office, and Public Works. Below the navigation bar is a 'Login' button. To the right of the 'Login' button is a 'Citizen Access' link. Below the navigation bar, there is a search bar and a login form with fields for 'User Name or E-mail' and 'Password', and a 'Login »' button. Below the login form are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. Below the login form, there is a 'Please Login' section with text explaining that many online services require login for security reasons. Below the 'Please Login' section is a 'New Users' section with text explaining that new users can register for a free Citizen Access account. Below the 'New Users' section is a 'Register Now »' button. A red arrow labeled '4' points to the 'Login »' button.

4

Press **Building** and then **Apply for Permits** , to start the new agency listing application process.



Check the General Disclaimer **Checkbox**, and then **Continue Application**

Building

Search... 

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While Clark County attempts to keep its Web information accurate and timely, Clark County neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from Clark County as a result of updates and corrections.
a Clark County Departments accepts electronic document review submittals

☒ I have read and accepted the above terms.

Continue Application »

Check **Myself**, do not check *Another Person*, and then **Continue Application**

Building

Create this application as

☒ **Myself**

☐ **Another person** *

Continue Application »

Choose the **Inspection Agency Records**, then **Inspection Agency New Listing**, and then **Continue Application**

Building

Select a Permit / Approved Listing Type

Choose one of the following available record types. For assistance or to apply for a record type not listed

- ▶ Building
- ▶ Commercial Building Permits - Plans Required
- ▶ Fabricator Records
- ☒ **Inspection Agency Records**
- ☒ **Inspection Agency New Listing**
- ▶ Life Safety Systems/Alternate Methods
- ▶ Online Solar - Field Review
- ▶ Residential Building Permits (Plans Required)
- ▶ Simple Online Permits
- ▶ STANDARD PLANS
- ▶ Sub-Trade Permits (Stand alone Plans Required)
- ▶ Trade Records

Continue Application »

For the the Inspection Agency info choose **Select from Account**

Inspection Agency New Listing

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Step 1 > Page 1

* indicates a required field.

Inspection Agency

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

14

Inspection Agency

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✓ Contact added successfully.

Clark County Engineering Department

bpl@clarkcountynv.gov

Home phone:

Mobile Phone:

Work Phone: (702) 555-5555

Fax:

Edit Remove

▼ Contact Addresses

Add Address Information

To edit a contact address, click the address link.

Required contact address type(s): Business Address


Showing 1-1 of 1


| Address Type | Recipient | Address | Action |
|------------------|-----------|---------------------|-----------|
| Business Address | | 4701 W Russell Road | Actions ▼ |

Select the **Agency Type**.

Inspection Agency Information

Agency Information

* Agency Type:  **15** Accreditation Agency:

Accreditation Expiration Date: 

Agency Website:

Inspection Items

Internal Use: ☐ Internal Use Special Cases: ☐

Field Listing: ☐ Field Listing Agency:

Field Listing Description: Internal Use - Field Listing: ☐

[Continue Application »](#) [Save and resume later](#)

The type will hide or show different inspection items that relate to the agencies.

* Agency Type:

15

Choose Type

- Select--
- Select--
- Prime
- Testing
- FAB Shop
- Electrical Testing
- Permit Specific

Check only the items that are applicable, then select **Continue Application**

Inspection Agency Information

Agency Information

* Agency Type:

Prime

Accreditation Agency:

--Select--

Accreditation
Expiration Date:



Agency Website:

Inspection Items

Concrete: ☐

Steel: ☐

Wood: ☐

Fire Penetration and
Joint: ☐

Grading: ☐

Helical Pile
Foundation: ☐

Exterior Wall System: ☐

Smoke Control: ☐

Garage Ventilation: ☐

ATS: ☐

FAB Steel: ☐

Internal Use: ☐

Special Cases Other: ☐

Internal Use Special
Cases: ☐

Storm Water: ☐

Field Listing: ☐

Field Listing
Description:

Laboratory Approvals:

Masonry: ☐

Fireproofing: ☐

>5/12 Pitch Roof: ☐

Special Case Anchors: ☐

Cast-In-Place Deep
Foundation: ☐

Driven Deep
Foundation: ☐

System
Commissioning: ☐

Test and Air Balance: ☐

Energy Efficiency
Testing: ☐

FAB Concrete: ☐

FAB Wood: ☐

Nondestructive
Testing: ☐

Special Cases Other
Description:

Electrical Testing: ☐

QC: ☐

Field Listing Agency:

Internal Use - Field
Listing: ☐

Add the document that are required per TG-15 and TG-16.

(Please note that numbers are off due to the reuse of the photos from another guide)

Inspection Agency New Listing

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Step 1 > Page 2

* indicates a required field

Required Documents

Attached the required documents for your agency per TG-15 and 16.

The maximum file size allowed is 500 MB.

.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fpx;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksh;.lnk;.mda;.mdb;.mde;.mdt;.mdw;.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss;.vst;.vsw;.ws;.wsc;.wsf;.wsh;.zip are disallowed file types to upload.

| Name | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. | | | | |

Add Attachment

Continue Application »

Save and resume later

isting

2

nts

nts for yo

is 500 M

is, bat, cl

pcd, pif,

disall

File Upload

The maximum file size allowed is 500 MB.

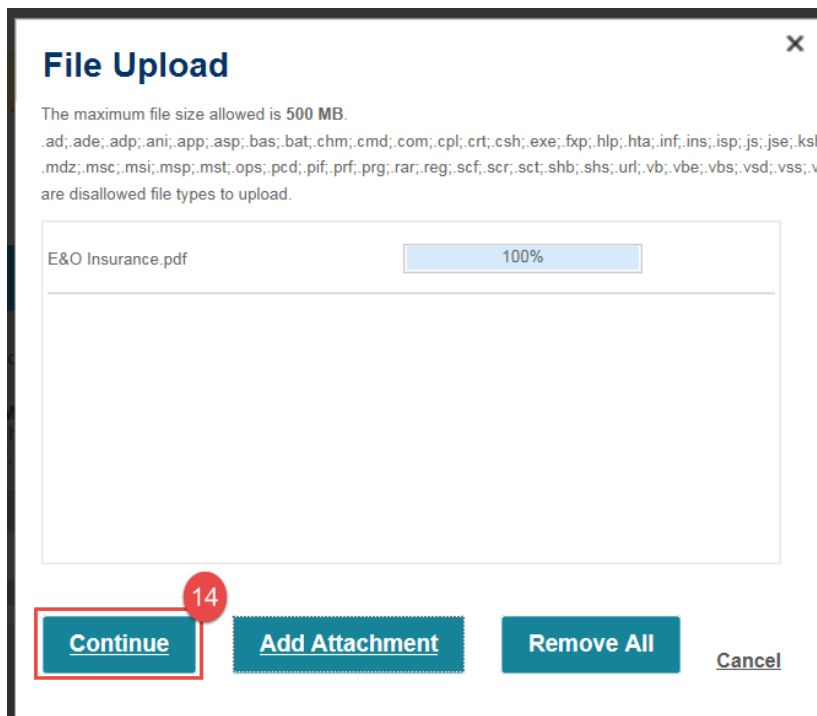
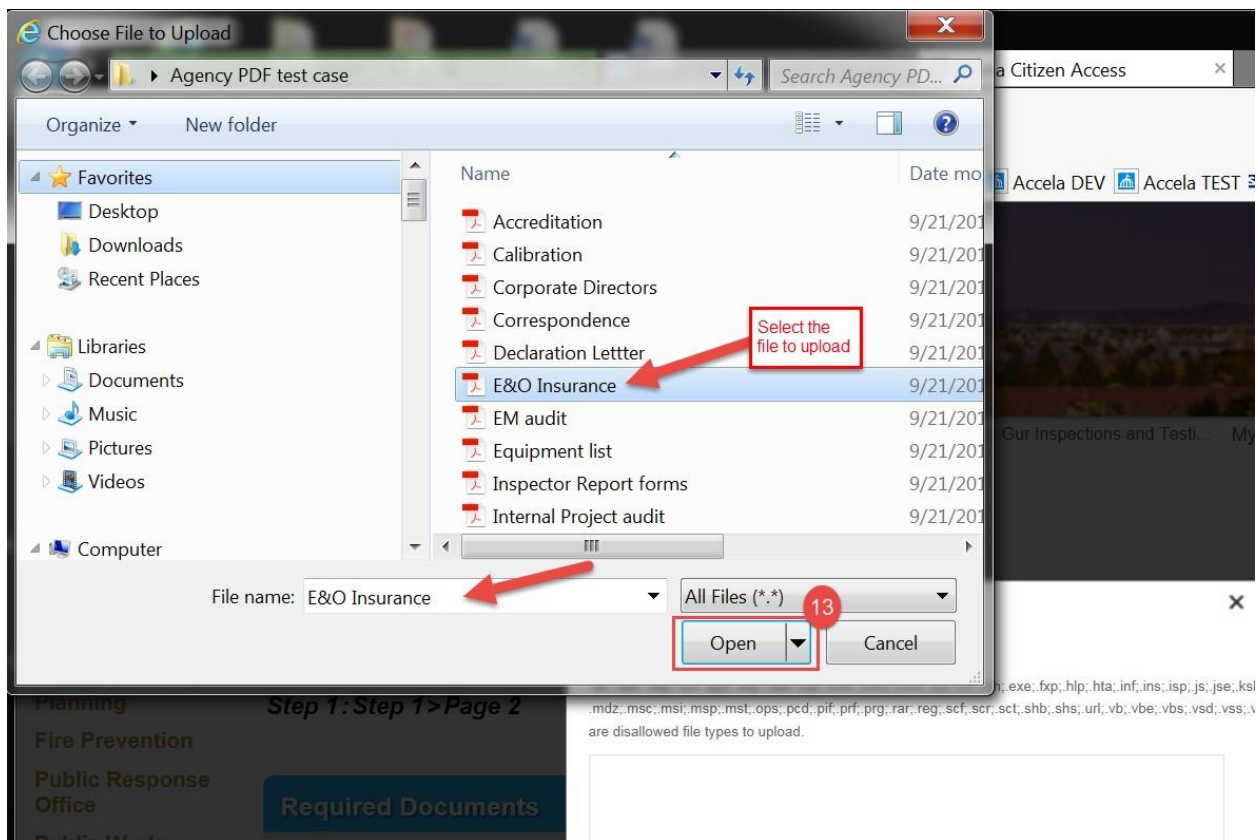
.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fpx;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksh;.lnk;.mda;.mdb;.mde;.mdt;.mdw;.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss;.vst;.vsw;.ws;.wsc;.wsf;.wsh;.zip are disallowed file types to upload.

Continue

Add Attachment

Remove All

Cancel



Required Documents

Attached the required documents for your agency per TG-15 and 16.

The maximum file size allowed is **500 MB**.

.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fxp;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.l
.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss

| Name | Type | Size | Latest Update | Action |
|------|------|------|---------------|--------|
|------|------|------|---------------|--------|

No records found.



15

* Type:

--Select--

File:

E&O Insurance.pdf

100%

* Description:

Save

Add Attachment

Remove All

Continue Application »

* Type:

--Select--

Accreditation Documentation
Calibration Documentation
Correspondences
Declaration Letters
Engineering Manager Audit
Error and Omission Insurance Certificate
Inspector Report Forms
Internal Project Audit
List of Corporate Directors
Serialized Equipment List

*Type:

File:
 E&O Insurance.pdf

*Description:

Description is a required field

☒ Review

Save
Add Attachment
Remove All

[Continue Application »](#)

Required Documents

Attached the required documents for your agency per TG-15 and 16.

The maximum file size allowed is **500 MB**.
 .ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fpx;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksh;.lnk;.m
 .mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss;.vst;.vsw;

| Name | Type | Size | Latest Update | Action |
|---------------------------------------|--|----------|---------------|---------------------------|
| E&O Insurance.pdf | Error and Omission Insurance Certificate | 25.60 KB | 10/03/2017 | Actions ▼ |

[Add Attachment](#)

[Continue Application »](#)

Inspection Agency New Listing

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 2: Review

[Continue Application »](#)

Scroll to the bottom

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Permit / Approved Listing Type

Inspection Agency New Listing

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☒ By checking this box, I agree to the above certification.

Date: 10/03/2017

[Continue Application »](#)

[Save and resume later](#)

Building

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Thank You

If you made a payment your receipt is being emailed to you.
Please print a copy of the receipt for your records.

Once your application has been accepted Clark County will review the application and documents. Clark County will send your agency an email stating to add your personnel.

Showing 1-1 of 1 | [Download results](#) | [Add to My Folder](#) | [Add to cart](#)

| <input type="checkbox"/> | Date | Permit Number | Permit Type | Description | Project Name | Status | Action | Short Notes |
|--------------------------|------------|---------------|-------------------------------|-------------|-----------------------------|---------------------|-----------|-------------|
| <input type="checkbox"/> | 10/03/2017 | IA-00086 | Inspection Agency New Listing | | Gur Inspections and Testing | Waiting on Customer | Amendment | |

Search for Permits / Approved Listings

Log into the Clark County Citizen Access Portal, and search for your agency.

<https://citizenaccess.clarkcountynv.gov/CitizenAccess/Splash.html>

The screenshot shows the top navigation bar with links: Home, Building, Comprehensive Planning, Fire Prevention, Public Response Office, and Public Works. Below this is a secondary bar with 'Login' and 'Access' links. A red circle with the number 1 points to the 'Home' link, and a red circle with the number 2 points to the 'Login' link. Below the navigation bar, there is a search bar and a login form. The login form has fields for 'User Name or E-mail:' and 'Password:', followed by a 'Login »' button. A red circle with the number 3 points to the 'Login »' button. Below the login form, there are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. Below this, there is a 'Please Login' section with text explaining that many online services require login for security reasons. Below that is a 'New Users' section with text explaining that new users can register for a free account. At the bottom, there is a 'Register Now »' button.

Home Building Comprehensive Planning Fire Prevention Public Response Office Public Works

Logged in as: Brian Accessibility Support My Folders (1) Cart (0) Account Management Logout

Need help? Click on the Citizen Access Knowledge Base for the latest process and department updates as well as many helpful guides for using our online functions.

Search...

User Name or E-mail: Password: Login »

☐ Remember me on this computer I've forgotten my password New Users: Register for an Account

Please Login
Many online services offered by the County require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

Press **Building** and then **Search Permits**, to access all the records linked to your account. Records will include your inspection agency (IA), inspectors (IA), and building/fire permits (BD).

The screenshot shows the 'Building' menu open, displaying options: 'Apply for Permits', 'Search Permits', 'Estimate Fees', 'Schedule an Inspection', and 'Need Help?'. A red circle with the number 4 points to the 'Building' link in the top navigation bar, and a red circle with the number 5 points to the 'Search Permits' link in the dropdown menu. The background shows the 'Welcome' message and the 'Clark County Development and Enforcement Citizen Access Portal' header.

Home Building Comprehensive Planning Fire Prevention Public Response Office Public Works

Apply for Permits Search Permits Estimate Fees Schedule an Inspection Need Help?

Welcome to the Clark County Development and Enforcement Citizen Access Portal. We are pleased to offer you access to government services online, 24 hours a day, 7 days a week.

When in the search screen agencies can search for the exact IA number in the search bar, or sort the records by Inspection Agency, or scroll down till you find your record.

Building

The screenshot shows a web interface for searching records. At the top, there is a search bar labeled "Search..." with a magnifying glass icon. A red circle with the number 6 points to this search bar. Below the search bar is a dropdown menu for "Inspection Agency" with a red circle 7 pointing to it. The dropdown menu lists options: "--Select--", "BFP Active Records", "BFP In Review", "BFP Issued", "BFP Ready to Issue", "Inspection Agency", "Inspection Agency Permits", and "SFR Tract Template". The "Inspection Agency" option is highlighted. Below the dropdown is a table of records. A red circle 8 points to the "Action" column of the table. The table has columns: Date, Permit Number, Permit Type, Description, Project Name, Status, Action, and Short Notes. The first row shows a record for "Gir Inspections and Testing" with a status of "Active". The "Action" column for this record contains the text "Renew Application Amendment", which is highlighted with a red box.

Records

To submit a QAA, select **Amendment** under the **Action** column.

Showing 1-7 of 7 | Download results | Add to My Folder | Add to cart

| <input type="checkbox"/> | Date | Permit Number | Permit Type | Description | Project Name | Status | Action | Short Notes |
|--------------------------|------------|---------------|-------------------------------|-------------|-----------------------------|--------|-----------------------------|-------------|
| <input type="checkbox"/> | 10/03/2017 | IA-00086 | Inspection Agency New Listing | | Gir Inspections and Testing | Active | Renew Application Amendment | |

The option **Renew Application** shall show by your IA-XXXXX record, under the action column, if so select that option. If the option doesn't show next to your name and you received a renewal reminder CCDBFP, please contact Brian or Carla to start the renewal process.

Once you press on the **Renew Application** selection, the renewal record will open. Verify that the agency contact information is correct and then scroll down. If the option doesn't show next to your agency name, and the agency received a renewal reminder please contact CCDBFP.

Inspection Agency Renewal

A progress bar with four steps: 1 Step 1 (highlighted in yellow), 2 Review, 3 Pay Fees, and 4 Record Issuance.

Step 1: Step 1 > Page 1

* indicates a required field.

The form is titled "Inspection Agency Renewal". It contains a section for "Gir Inspections and Testing" with contact information: testaccount@clarkcountynv.gov, Home phone, Mobile Phone, Work Phone: (702) 555-5555, and Fax. Below this is a section for "Contact Addresses" with a button "Add Address Information". A note states: "To edit a contact address, click the address link. Required contact address type(s): Business Address". At the bottom, there is a table showing the address information.

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Gir Inspections and Testing
testaccount@clarkcountynv.gov
Home phone:
Mobile Phone:
Work Phone: (702) 555-5555
Fax:
Edit Remove

▼ Contact Addresses

Add Address Information

To edit a contact address, click the address link.
Required contact address type(s): Business Address


Showing 1-1 of 1

| Address Type | Recipient | Address | Action |
|------------------|-----------|------------------------|-----------|
| Business Address | | 4701 West Russell Road | Actions ▼ |

Read the listed information and update agency information as needed.

Inspection Agency Information

Agency Information

* Agency Type:  Prime

Multi-Jurisdictional Business License #: 1846540

Agency Website: www.test.test

CC Business License #: C6546504

Accreditation Agency: Not Required

Remove from Program: ☐

Update any information needed and scroll down. Select "Continue Application" when done.

If your agency is not renewing, please click the "Remove from Program" Box. then "Continue Application".

Inspection Items

Concrete: ☐

Steel: ☐

Wood: ☐

Fire Penetration and Joint: ☐

Grading: ☐

Helical Pile Foundation: ☐

Exterior Wall System: ☐

Smoke Control: ☐

Garage Ventilation: ☐

ATS: ☐

FAB Steel: ☐

Internal Use: ☐

Special Cases Other: ☐

Internal Use Special Cases: ☐

Storm Water: ☐

Field Listing: ☐

Field Listing Description:

Laboratory Approvals: Grading

Masonry: ☐

Fireproofing: ☐

>5/12 Pitch Roof: ☐

Special Case Anchors: ☐

Cast-In-Place Deep Foundation: ☐

Driven Deep Foundation: ☐

System Commissioning: ☐

Test and Air Balance: ☐

Energy Efficiency Testing: ☐

FAB Concrete: ☐

FAB Wood: ☐

Nondestructive Testing: ☐

Special Cases Other Description:

Electrical Testing: ☐

QC: ☒

Field Listing Agency:

Internal Use - Field Listing: ☐

Continue Application »

Save and resume later

Select **Continue Application**

The system will give you a chance to upload renewal documents. Select **Add Attachment** to start the process.

Inspection Agency Renewal

| | | | |
|----------|----------|------------|-------------------|
| 1 Step 1 | 2 Review | 3 Pay Fees | 4 Record Issuance |
|----------|----------|------------|-------------------|

Step 1: Step 1 > Page 2

* indicates a required field.

Required Documents

Attached the required documents for your agency per TG-15 and 16.

Only use the Amendment button to submit Revisions. Only use the Resubmit option to submit Corrections Requested.

The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to "flatten" your document before exporting.

| Name | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. | | | | |

Add Attachment

Continue Application »

Save and resume later

A file upload box will open up select **Add Attachment** again.

File Upload

Only use the Amendment button to submit Revisions. Only use the Resubmit option to submit Corrections Requested.

The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to "flatten" your document before exporting.

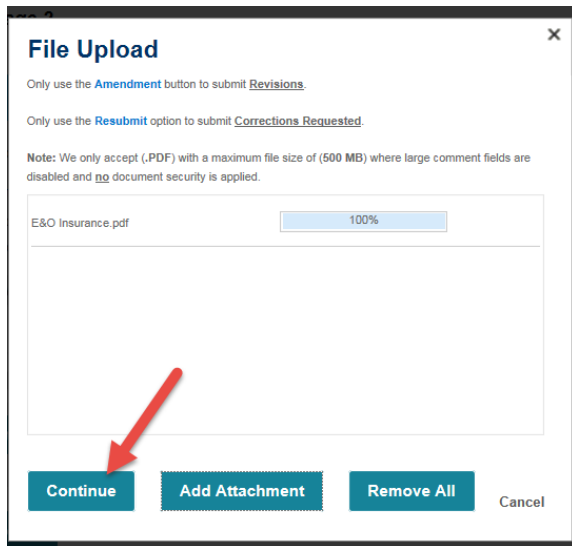
Continue

Add Attachment

Remove All

Cancel

Choose the file you wish to upload. Upload only one file at a time. Select **Continue**



File Upload

Only use the [Amendment](#) button to submit [Revisions](#).

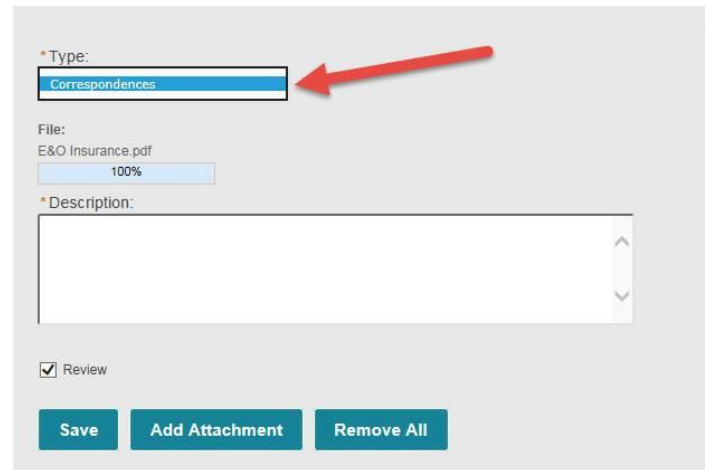
Only use the [Resubmit](#) option to submit [Corrections Requested](#).

Note: We only accept (.PDF) with a maximum file size of (500 MB) where large comment fields are disabled and no document security is applied.

E&O Insurance.pdf 100%

Continue **Add Attachment** **Remove All** Cancel

Select the **Type** of document and enter a **Description**.



*Type: **Correspondences**

File: E&O Insurance.pdf 100%

*Description:

☐ Review

Save **Add Attachment** **Remove All**

Add more documents or select **Continue Application**

Inspection Agency Renewal

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Step 1 > Page 2

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Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to "flatten" your document before exporting.

| Name | Type | Size | Latest Update | Action |
|-----------------------|-----------------|-----------|---------------|-----------|
| NV State Buis Lic.pdf | Correspondences | 670.33 KB | 08/25/2020 | Actions ▾ |

Add Attachment

Continue Application »

Save and resume later

Review your application information, and verify that information provided/updated is correct. Complete the application.

Inspection Agency Renewal

1 Step 12 **Review**3 Pay Fees4 Record Issuance

Step 2 : Review

Continue Application »Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Permit / Approved Listing Type

Inspection Agency Renewal

Inspection AgencyEdit

Organization
Gir Inspections and Testing
Gur

Add Attachment

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☒ By checking this box, I agree to the above certification.

Date:

Continue Application »Save and resume later

1 Select item to pay2 **Payment information**3 Receipt/Record issuance

Step 3 : Receipt/Record issuance

All Done.

Fees will be assessed during the review. An invoice will be emailed to your agency email.

Thank You

If you made a payment your receipt is being emailed to you.
Please print a copy of the receipt for your records.

No Address

IA-00086-
RN08252020